

BOARD OF EDUCATION  
Millburn School District 24

REGULAR MEETING  
Feb. 22, 2012

BOARD MEMBERS PRESENT

Diane Campbell  
Jane Gattone  
Scott Miller  
Robert Reding  
Lisa Scanio

ADMINISTRATION PRESENT

Jason Lind, Superintendent  
Elizabeth Keefe, Special Services Director  
Dr. Cheryl Kucera, Curriculum Director  
Joanne Rathunde, Technology Director  
Marybeth DeLaMar, Principal  
Jake Jorgenson, Principal

BUSINESS MANAGER

Dr. Stephen Johns

VISITORS

Kellen Moczynski	Kristen Bethancourt
Steven Loos	Mary Anne Moczynski
Rachel Nichols	Jessica Mykytyn
Elizabeth Holland	Michael White
Tom Weber	Bernadette Hanna
Valerie Powley	Kim Ball
Kristi Metzger	Nomita Umarwadia
Jeff Lind	Melissa Giametta

BOARD CLERK

Dorothy Pazanin

The Regular Meeting of the Board of Education of Millburn School District 24, Lake County, Illinois, held at Millburn Central School, was called to order at 7 p.m. by President Robert Reding. Roll call was taken with the following Board Members in attendance: Diane Campbell, Jane Gattone, Scott Miller, Robert Reding and Lisa Scanio. Joseph Pineau and Chris Stream were absent.

Due to the absence of Board Secretary Chris Stream, a motion was made by Lisa Scanio and seconded by Scott Miller to appoint Jane Gattone as Secretary Pro Tem. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion carried.

CANDIDATE INTRODUCTIONS – Robert Reding invited any political candidates in the audience to introduce themselves. Tom Weber, a candidate for the Lake County Board, and Michael White, a candidate for the Illinois State Senate, each spoke briefly.

PUBLIC COMMENT – Elizabeth Holland asked that the Board consider giving equal opportunities to all the students when financial decisions are made, specifically in regard to enrichment programs. She said that if programs are cut, many families could not afford private services. She suggested scholarships and fundraising to avoid disparity.

Melissa Giametta asked for more information about recent action in the Illinois Legislature that might curtail education funding. Supt. Jason Lind responded that the legislation to which she was referring had been withdrawn for now. Mrs. Giametta also expressed agreement with the previous comments made by Mrs. Holland concerning enrichment programs.

ADDITION OF NON-ACTION ITEMS – Lisa Scanio asked if the day's legislative action could be discussed. Mr. Lind said he would address it in his Superintendent's Report. Ms. Scanio also asked that the accuracy of district projections be included in the Financial Discussion.

Diane Campbell asked that SEDOL negotiations be a topic in Executive Session.

Robert Reding said he would like the Financial Discussion to include the topic of funding non-mandated programs.

**CONSENT AGENDA** – Two items were removed from the Consent Agenda: the Treasurer's Report and Approval; and Activity Accounts for Millburn Central and Millburn West. A motion was made by Lisa Scanio and seconded by Diane Campbell to approve the Consent Agenda, including the following:

1. Approval of Minutes
  - a. Regular Meeting and Executive Session of Jan. 18, 2012
  - b. Committee of the Whole Meeting and Executive Session of Feb. 6, 2012
2. Bill Approval and Payment Authorization
3. Personnel Report
  - a. Accept Resignation from **Janet Stecklein**, 1.0 FTE Grade 5 Teacher
  - b. Accept Resignation from **Andrew Zeien**, Counselor with Millburn Before and Afterschool Care Program
  - c. Hire **Traci Nichols** as Counselor with Millburn Before and Afterschool Care Program
  - d. Hire **Ariana Tepps** as Counselor with Millburn Before and Afterschool Care Program
  - e. FMLA for **Kelly Schmidgall**, 1.0 FTE Middle School Teacher
  - f. FMLA for **Catherine Sprague**, 1.0 FTE Paraprofessional
4. Strategic Plan

On a roll call vote, the following Board Members voted Aye: Scott Miller, Diane Campbell, Robert Reding, Jane Gattone and Lisa Scanio. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed

EXPENDITURES		2/29/12	
<b>EDUCATION</b>		<b>OPERATIONS &amp; MAINTENANCE</b>	
BILLS PAYABLE	\$243,234.39	BILLS PAYABLE	\$85,391.88
PAYROLL	\$617,808.45	PAYROLL	\$33,438.36
MISC			
TOTAL	\$861,042.84	TOTAL	\$118,830.24
<b>TRANSPORTATION</b>		<b>IMRF/SOCIAL SECURITY</b>	
BILLS PAYABLE	\$12,636.23	BILLS PAYABLE	\$0.00
PAYROLL	\$55,519.48	PAYROLL	\$40,200.93
TOTAL	\$68,155.71	TOTAL	\$40,200.93
<b>CAPITAL PROJECTS</b>		<b>DEBT SERVICE</b>	
BILLS PAYABLE	\$0.00	BILLS PAYABLE	\$0.00
		<b>TORT</b>	
		BILLS PAYABLE	\$0.00
		PAYROLL	-\$472.94
		TOTAL	-\$472.94
		<b>FUNDS TOTAL</b>	<b>\$1,087,756.78</b>

**TREASURER'S REPORT** – Jane Gattone asked for a clarification on data concerning budgeted revenue as compared to actual revenue. Dr. Stephen Johns explained the data in question. A motion was made by Lisa Scanio and seconded by Jane Gattone to approve the Treasurer's Report. On a roll call vote, the following Board Members voted Aye: Diane Campbell, Robert Reding, Jane Gattone, Lisa Scanio and Scott Miller. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed.

ACTIVITY FUNDS – Scott Miller asked about the difference in the overall balances in the Activity Funds at both schools. Dr. Johns explained that much of the difference has to do with the size of the two schools. A motion was made by Lisa Scanio and seconded by Jane Gattone to approve the Treasurer’s Report. On a roll call vote, the following Board Members voted Aye: Robert Reding, Jane Gattone, Lisa Scanio, Scott Miller and Diane Campbell. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed.

STRATEGIC PLAN -- Lisa Scanio pointed out that the Strategic Plan, which was approved in the Consent Agenda, was a tremendous undertaking that involved the time and efforts of many people. She thanked the parents, staff and community members that helped develop the plan, which will give the Board guidance over the next 3-5 years.

BUS LEASE – Dr. Stephen Johns explained the bus lease bid process and his research. He recommended that the Board award a three-year lease to Midwest Transit Equipment. He said the lease represents an estimated three-year savings of about \$169,000 over the current one-year lease with the same company. The Board discussed the bus proposal in relationship to enrollment projections, future state transportation funding, and possible future mandates regarding bus equipment and standards. A motion was made by Lisa Scanio and seconded by Diane Campbell to approve the Bus Lease with Midwest Transit at a cost of \$473,190 over three years. On a roll call vote, the following Board Members voted Aye: Jane Gattone, Lisa Scanio, Scott Miller, Diane Campbell and Robert Reding. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed.

REFUNDING OF SCHOOL BONDS – Supt. Lind explained that three actions need to be taken as part of the legal process to continue with the Bond Refunding, which will provide a slight decrease in property tax bills.

A motion was made by Lisa Scanio and seconded by Diane Campbell to approve the Resolution providing for the issue of not to exceed \$6.25 million General Obligation Refunding School Bonds, Series 2012, for refunding purposes. On a roll call vote, the following Board Members voted Aye: Lisa Scanio, Scott Miller, Diane Campbell, Robert Reding and Jane Gattone. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed.

A motion was made by Lisa Scanio and seconded by Diane Campbell to approve the Resolution authorizing and directing the execution of an Escrow Agreement in connection with the issue of General Obligation Refunding School Bonds, Series 2012. On a roll call vote, the following Board Members voted Aye: Scott Miller, Diane Campbell, Robert Reding, Jane Gattone and Lisa Scanio. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed.

A motion was made by Lisa Scanio and seconded by Jane Gattone to engage Chapman and Cutler LLP as Bond Counsel. On a roll call vote, the following Board Members voted Aye: Diane Campbell, Robert Reding, Jane Gattone, Lisa Scanio and Scott Miller. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed.

AUDIT PROPOSAL -- A motion was made by Lisa Scanio and seconded by Diane Campbell to accept the Audit Proposal for Fiscal Year 2012 by Milburn Cain & Co. On a roll call vote, the following Board Members voted Aye: Robert Reding, Jane Gattone, Lisa Scanio, Scott Miller and Diane Campbell. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed.

RED APPLE ACADEMY USE OF FACILITIES – Supt. Lind explained that Red Apple Academy has rented classrooms during the school day at Millburn West for the last two years and would like to continue its program next year at Millburn Central. A motion was made by Diane Campbell and seconded by Lisa Scanio to approve the Red Apple Academy Use of Facilities for the 2012-13 School Year. On a roll call vote, the following Board Members voted Aye: Jane Gattone, Lisa Scanio, Scott Miller, Diane Campbell and Robert Reding. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed.

MILLBURN BEFORE AND AFTERSCHOOL CARE PROGRAM – Supt. Lind said the after-school care program being run by the school district this year has been well received by parents and is financially sound. He said that he foresees ways to enhance the program if it continues next year. A motion was made by Lisa Scanio and seconded by Jane Gattone to approve the Millburn Before and Afterschool Care Program for the 2012-13 School Year. On a roll call vote, the following Board Members voted Aye: Lisa Scanio, Scott Miller, Diane Campbell, Robert Reding and Jane Gattone. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed.

## INFORMATION/DISCUSSION ITEMS

DISTRICT FINANCES – Supt. Lind opened the discussions with a review of the differences in the financial projections from June 2011 to January 2012, in which there seemed to be a variation of more than \$600,000. He found multiple factors that contributed, including a reduction in transportation funding; an audit change from cash to accrual; salaries and benefits paid through August to teachers who were non-renewed at the end of the school year in June; an under-estimation of substitute teacher expenses; and a change in the method used to report expenditures. Supt. Lind emphasized that the discrepancy was in projection data, not in actual revenue.

The financial discussion continued, including the following topics:

- Credible future forecasting
- Controls to identify future forecasting errors
- Documenting assumptions
- Use of the Illinois Program Accounting Method (IPAM) that tracks budget data in greater detail
- Role of PMA Financial Network in forecasting district finances
- Accuracy of the system used in the past to report financial data
- Tracking the accuracy of this year's budget
- Monitoring the expense related to substitutes
- Forecasting next school year's budget and possible staff cuts
- Financing extracurricular activities and non-mandated programs
- Researching legal, curricular and financial options
- Presenting feasible options to Strategic Plan steering committees
- Raising revenue, including a possible referendum

Supt. Lind reported he is preparing staffing scenarios based on several factors, including: the number of teachers retiring or resigning at the end of the year; a retiring administrator; a possible salary freeze; estimations on energy and insurance costs and state funding; possible fee increases; class sizes remaining at current level; current programs continuing, with some reductions; and a cash allowance for unexpected factors. The Board reached a consensus that Supt. Lind should proceed toward planning for a balanced budget and a reduction of approximately 10 teachers.

NEXT COMMITTEE MEETING DATE – The Board agreed to change the date of the next Committee of the Whole meeting to Tuesday, March 13, 2012.

FUTURE AGENDA ITEMS – Supt. Jason Lind reviewed the status of future agenda items including: continuing the financial discussion; staffing levels; and fees.

## BOARD REPORT

Lisa Scanio reported on her recent Board Member Visit to Millburn West. She said she saw dedicated teachers working with students in a caring atmosphere. She visited various grade levels from kindergarten through middle school. She said it was a worthwhile experience and encouraged other Board Members to schedule visits.

Diane Campbell said a visit of SEDOL facilities was scheduled for Board Members on March 9 at 9:30 a.m. The Board also reviewed dates of other upcoming meetings with area organizations and school districts.

## SUPERINTENDENT REPORT

Supt. Jason Lind reviewed recent legislation to impose property tax limitations that would negatively impact the school district. A bill that failed in the fall was revived today, and passage appeared imminent. However, action was postponed. Supt. Lind cautioned that this legislation, or similar laws, could be passed in the future, and citizens need to be informed and keep in touch with their representatives. Supt. Lind and Board Members discussed their contact with legislators concerning these issues.

BUSINESS OFFICE REPORT

Dr. Stephen Johns reported that the district will soon borrow another \$500,000 in Tax Anticipation Warrants, bringing the total to \$1 million borrowed so far this fiscal year. Initial projections in August had the district borrowing \$1.5 million by this point, which means cash flow has been better than anticipated.

It was noted that Dr. Stephen Johns, Dr. Cheryl Kucera, Elizabeth Keefe, Joanne Rathunde, Jake Jorgenson and Marybeth DeLaMar exited the meeting at 9:05 p.m.

EXECUTIVE SESSION

A motion was made by Lisa Scanio and seconded by Diane Campbell to enter into Executive Session to discuss matters pertaining to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, and including negotiations of the Special Education District of Lake County. On a roll call vote, the following Board Members voted Aye: Scott Miller, Diane Campbell, Robert Reding, Jane Gattone and Lisa Scanio. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed. After a break, the Executive Session began at 9:30 p.m.

A motion was made by Lisa Scanio and seconded by Diane Campbell to adjourn the Executive Session. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed. The Executive Session adjourned at 10:47 p.m.

REGULAR MEETING RESUMES

A motion was made by Diane Campbell and seconded by Robert Reding to adjourn the Regular Meeting. On a voice vote, all Board Members voted Aye. Nays: none. Absent: Joseph Pineau and Chris Stream. The motion passed. The Regular Meeting adjourned at 10:48 p.m.

*Robert A. Reding*

Robert A. Reding, President  
Board of Education  
Millburn School District 24

ATTEST:

*Jane Gattone*

Jane Gattone, Secretary Pro Tem  
Board of Education  
Millburn School District 24

*3/19/12*

Date